



# COUNTY OF HUMBOLDT

For the meeting of: 4/2/2019

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File #: 19-384

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Lease with David G. Katz and Anne Braak-Katz Trust at 3156 Redwood Drive in Redway to provide offices for Planning and Building Department and 2<sup>nd</sup> District Supervisor, Estelle Fennell

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the lease with David G. Katz and Anne Braak-Katz Trust at 3156 Redwood Drive in Redway for office space for the Department of Planning and Building Department and 2<sup>nd</sup> District Supervisor, Estelle Fennell;
2. Authorize the Chair of the Board to sign two (2) originals of the lease; and
3. Direct the Clerk of the Board to return one (1) executed original of the lease to Public Works - Real Property - for transmittal to Lessor.

**SOURCE OF FUNDING:**

Building Inspector (1100 262)

**DISCUSSION:**

The residents of southern Humboldt County have expressed a desire for local services from the Humboldt County Planning and Building Department. Opening an office in southern Humboldt County will allow the department to rotate staff from building inspection, plan check, permitting, code enforcement, current planning, cannabis planning and advance planning for local consultation and permit issuance.

It is envisioned that the office will be occupied two to three (2-3) days per week with each of the different units being represented at least every other week, if not weekly. The office will be staffed by at least one team lead (or manager) and at least one other staff member. A regular schedule for days and hours of operation will be established and made available to the public.

The proposed location will also be utilized by 2<sup>nd</sup> District Supervisor, Estelle Fennell, as her new office, replacing her Americans with Disability Act (ADA) non-compliant office in Garberville as a reason for her move. Supervisor Fennell typically has office hours on Fridays. This shared use allows

a complementary use of the office space.

FINANCIAL IMPACT:

The cost of the Lease is One Thousand Seven Hundred Dollars (\$1,700) per month for the use of approximately Six Hundred Seventy-Two Square Feet (672 sf) for three (3) years with two (2) one-year options. Total rent for three (3) years will be Sixty-One Thousand Two Hundred Dollars (\$61,200). Total costs of ADA barrier removal is estimated at Sixteen Thousand Dollars (\$16,000). Planning and Building will pay a one-time amount of Seven Thousand Dollars (\$7,000) as shared costs for these ADA barrier removal, with the owner covering the remaining balance of Nine Thousand Dollars (\$9,000). Infrastructure start-up costs (desks, telephones, computers, photocopier, etc.) are estimated to cost Twenty-Five Thousand Dollars (\$25,000). Planning and Building staff will be bring a supplemental budget to your Board at a later date to cover these new costs.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service and streamlining county permit processes.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the lease; however, this is not recommended as the public's need for Building and Planning services in the southern Humboldt County area will be restricted to Eureka.

ATTACHMENTS:

1. Lease
2. Exhibit A
3. Exhibit B - ADA Access Compliance Assessment

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A